

COMMENTS ON [] RECORDS CENTER STAFF STUDY

Paragraph 3c(2)

This indicates that the cost of the Records Center approximates 1/5 that of office space. On the basis of our computation this figure could be increased considerably. For example the housing of the contents of one cabinet of records in a Records Center for ten years according to our estimations is \$27.10, while maintaining the same cabinet, including the cost of the cabinet, in office space is \$349. This is over 1/12.

Paragraph 4b(also ANNEX IV)

While this study may not be the place for it I feel that there should be a very definite written understanding as to what is meant by administrative jurisdiction and technical jurisdiction. In the last paragraph, page 2 of Annex IV, [] included our Vital Materials Repository as a precedent for this type of split jurisdiction, and I do not believe that the present arrangement we have with the repository would give us ^{the} jurisdiction we would want over the Records Center.

Annex II, Tab B, Paragraph b

This indicates that [] slots would be recommended for the Records Center T/O to operate in the first year. I believe that there was some commitment made to operate for the first year under the present T/O. I think that this may be practical if ~~the~~ supplemental distribution is transferred with only the [] slots indicated by [] study.

Annex III, Tab E, Paragraph Functions

This does not describe any processing of accessed records which I believe should be reflected here. I think it would also be well to reflect the anticipated archival function in this study.

Tab H, Accessioning

Paragraph 2 indicates that the center provides vehicles and personnel for transfer of records to the Records Center. The Center arranges for this service but does not provide it.

Annex IV, Duplication of Efforts - Page 4

This paragraph infers that there is a duplication of effort under the present system. This is not true, there will be a duplication of effort when and if the film plan is put in operation.

Annex IV, Equipment - Page 5 (Also Annex IV, Tab L)

From the statements made it appears that [] is under the impression that all CIA documents will be included in the microfilm plan, and that OCD will backtrack to pick up on film all prior issuances. It is my understanding that practically no finished intelligence will be included under the film plan, and that backtracking is not contemplated at this time. If my understanding is correct this will change [] figures regarding the number of cabinets that could be returned to stock, and the amount of space required.

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Annex IV, Paragraph 4, Page 4, Simplief Operations

The tone of this paragraph implies criticism of the present system for failure to standardize the method of reproduction. It also indicates that there are three methods including ditto. No ditto is used at the Records Center. We do not think that criticism of the present system is justified since no standardization is possible without a complete conversion to some system such as the microfilm/^{system}which would not be feasible for supplemental distribution operations alone.

VI

(2)

Annex III Tab E.

Organization - See P1 - reference to Section 1.
accessioning, Reference & Disposal should be Units.

Disposal Section P2 The work of the center is
allotted to three sections on a functional
basis etc

Annex III Tab G. TP3 - (Corrugated fiberboard)
Tab H - P2 vehicles & transportation
provided by Logistics Group
Tab H - P3 & 2 MIS (PQ8)

Annex III Tab I - Annual Reporting -

Annex III Tab K - It now have an arrange-
Transportation ment with Logistics - It
needs revision.

Reproduction ? No complaints

Security ? How can Records Center
any other central service
organization determine
"need to know" -

Returned Published Reports

Only $3\frac{1}{2}\%$ of dissemination
So no problem —

Annex K Does not appear to be
pertinent to problem —

Annex IV P3-3- DDP archives —
May disposition phase - Basis?
P3-4 ?

P4 - Technical Facilities ?
Identify Requirements ?
Duplication of Effort ?

Paragraph 3c

1. Records Dept Bulletin

2. " " Training Program

3. Meetings of Area Records Officers

4. Simulations to Internal Records Centers

Comptroller - E.C. Saunders

Chief Fin. Div - [redacted]

Auditor - [redacted]

Chief Supplies Register - [redacted]

E.O. O.C.D. - [redacted]

Chief Reg C.S. -

" T.A.C.

Area Records Officers: ORR, FBID, Training,
Compt.;

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~~Paragraph 4f. This tasker states a good decision -
should both be made and a copy.~~

8 12000
2
40

Annex II Tab B

- a. Volume of records received from inception to date (April 1, 1954) is 5569 cu. ft. which is equivalent to 695 cabinets valued at \$169,325

Annex III Tab F:

~~Administrative - comment re disposal of records via destruction or gift. Will this scare people??~~

Total Holdings in Records Center
as of 4/1/54
15000 cu ft or equivalent
1500 ~~by~~ 4 Drawer Legal Safe Cabinets
Costing \$342,000 & requiring 10,500
sq ft of floor space; ~~that space if~~
~~but~~ space were office type it
would cost approx \$30,000 annually

GROUP MEETINGS

Training Program

14 April - 11 May '53

VM Training Program

3 Area Records Officers
10 " " "
5 " " "

7 Oct. '53
21 Oct. '53
9 Dec. '53

Incentive Awards Meeting

14 Sept. '53

IRAC, approx. 20

4 Dec. '53

IRAC, 22 attending

26 Mar. '54

IRAC, 19 "

19 Feb. '54

Meetings by Area

DD/A - 7 Area Records Officers attending
DD/A - 8 " " " "
DD/I - 8 " " " "
DD/I - re file manual -
and about 8 Area Records Officers
attending

11 Aug. '53
3 June '53
12 Aug. '53
7 Oct. '53

Individual Meetings

Program problems and requirements resulted in frequent meetings with individual Area Records Officers by various Records Management Branch staff members. No listings of these meetings is available although a review of the Weekly Report would reflect many of them.